



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Personnel Assistant 2 Employee Relations [Classified Competitive]			Salary Y25 \$56,123.01- \$79,773.39
Posting Number 58-15	Position Number 070062	Number of Positions 1	Posting Period * From: 4/28/2015 To: 5/12/2015
Location: Health and Agriculture Bldg 369 South Warren St, Trenton, NJ			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>The New Jersey Department of Health is seeking a detailed oriented, organized self starter with excellent communication, multi-tasking and office skills. The Personnel Assistant 2 ER will review disciplinary action requests and prepare disciplinary action charges in accordance with New Jersey Administrative Code 4A and non-contractual and contractual provisions. Prepares cases for grievance and disciplinary hearings, serves as a departmental representative at hearings; collects information and gathers evidence used to substantiate claims. Provides guidance to managers/supervisors regarding disciplinary actions in addition to guidance of general employee relations matters. Conduct investigations which may include harassment, workplace violence complaints or other infractions. Prepare detailed reports containing findings, conclusions and recommendations for investigations conducted. Participates in training programs for hearing officers. Plans and tracks timely implementation of essential employee notification, unsatisfactory working test period and transfer reassignment. Coordinate union leave requests; prepare routine and specialized memorandums, reports, and correspondence as required in daily duties, Coordinate Employee Advisory Service requests and referrals. Coordinates Independent Medical Evaluations (IME) process. Coordinate DOH Laboratory staff appointments for random and reasonable suspicion drug testing.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelors degree. EXPERIENCE: Three (3) years of technical work experience in the administration of negotiated contracts, grievance, and disciplinary processing programs. NOTE: Applicants who do not possess the required education may substitute additional experience on a year for year basis. NOTE: A Masters degree in business administration, public administration, personnel, labor relations, economics, finance, or accounting may be substituted for one (1) year of the required experience. LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Danna Brown, Administrator Human Resources Services Reference Posting #58-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTHR@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**